

**CITY OF RICHARDSON  
INTERDEPARTMENTAL POLICY AND PROCEDURE  
DISCRIMINATION PROHIBITED IN THE WORKPLACE**

**POLICY**

It is the policy of the City of Richardson to provide a work environment for all applicants and employees that is free from all forms of unlawful discrimination. This is consistent with federal and state laws, and with the City's objectives of maintaining the highest standards of health, safety, and productivity. **Employment discrimination based on age, disability, national origin, race, color, religion, sex, or any other legally protected characteristic is strictly prohibited.**

This policy applies to all employees of the City, and to citizens, vendors, and visitors in the workplace. City employees who violate this policy are subject to disciplinary action, up to and including termination of employment. [Civil Service employees, refer to Civil Service Rules, Section 69 (w).]

**PROCEDURE**

**A. GENERAL**

No one may subject an employee to employment discrimination on the basis of age, disability, sex, national origin, race, color, religion, or any other legally protected characteristic. Examples of such prohibited conduct include, but are not limited to, discriminatory employment practices, using racial/ethnic slurs or epithets, using offensive stereotype comments, and/or making jokes about these characteristics. Conduct, comments, or innuendoes that are unlawful and/or may be perceived by others as offensive have no place in the workplace and will not be tolerated.

Any employee who thinks that he/she has been subjected to discrimination in the workplace must report it immediately to the appropriate supervisor, manager, Department Head, or to the Director or Assistant Director of Human Resources. It may be appropriate for the offended employee to tell the offender to stop the unwelcome behavior(s) and/or comments; this is not required if the employee is uncomfortable doing so.

Preserving a workplace free of discrimination is the responsibility of all employees. If any employee observes discrimination of another employee, citizen, vendor, or anyone else in the workplace, or is otherwise made aware of possible discrimination, he/she is to report this immediately to one of the persons described above.

## **B. NO RETALIATION OR REPRISAL**

No retaliation, reprisal, or other adverse action will be taken against any employee for making in good faith a report or complaint of discrimination, or for assisting in good faith in the investigation of any such report or complaint. Any suspected retaliation or intimidation must be reported immediately to the appropriate supervisor, manager, Department Head, or to the Director or Assistant Director of Human Resources.

## **C. DEPARTMENTAL AND EMPLOYEE RESPONSIBILITIES**

All reports or complaints of discrimination, or retaliation for such, are to be communicated immediately to an appropriate supervisor, manager, Department Head (or City Manager or designee, when appropriate) or to the Director or Assistant Director of Human Resources. **If a complaint is received by a supervisor or manager, the appropriate Department Head (or City Manager or designee) must be promptly notified.** The Department Head (or City Manager or designee) will then promptly notify the Director or Assistant Director of Human Resources. All reports or complaints will be promptly assessed by Human Resources and the appropriate Department Head (or City Manager or designee, when appropriate). The Department Head (or City Manager or designee) or the Director/Assistant Director of Human Resources will normally conduct the investigative effort.

All City employees are required to cooperate with an investigation of discrimination. Confidentiality will be preserved to the extent possible, but cannot be guaranteed. A thorough investigation can take several weeks in some cases.

An employee who reports or complains of discrimination may at any time ask the appropriate Department Head (or City Manager or designee, if appropriate, or the Director or Assistant Director of Human Resources) about the status of the investigation. The employee may be apprised of investigative progress, but only to the extent that it will not interfere with the investigation.

## **D. DISCIPLINARY ACTION**

Where the City's investigation substantiates the allegation of discrimination, or of an untruthful report, appropriate corrective measures will be taken. Disciplinary action, up to and including termination, may be imposed upon any employee found to be engaged in conduct prohibited by this policy. If disciplinary action is warranted, the Department Head should review the proposed action with the Director/Assistant Director of Human Resources. The meeting with the employee(s) to be disciplined will be conducted by the Department Head (or City Manager or designee, if appropriate).

Appropriate disciplinary action for the offending employee(s) may include: training and/or retraining, reprimand (oral and/or written), transfer to another position or to another department (when appropriate and feasible), and/or suspension without pay, demotion, or termination.

As soon as an investigation indicates that action needs to be taken, the Department Head (or City Manager or designee) will take appropriate steps to see that any inappropriate behavior ceases. The investigation will then be completed.

**E. UNTRUTHFUL REPORTS OR COMPLAINTS**

A report or complaint that this policy has been violated is a serious matter. Untruthful reports or complaints are also violations of this policy. Appropriate disciplinary action, up to and possibly including termination, will be taken if an investigation shows that deliberately untruthful and bad faith accusations have been made.

**F. CONTACTING HUMAN RESOURCES**

The Director of Human Resources may be contacted by calling 972-744-4002. The Assistant Director of Human Resources may be contacted by calling 972-744-4003. E-mail messages may be sent to: *phyllis.stadler@cor.gov* or to *marty.brennan@cor.gov*.

Any questions about this policy and procedure may be addressed to the Director or Assistant Director of Human Resources.

Original signed by Bill Keffler

12-23-99 (Rev. 2-03)

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Bill Keffler  
City Manager

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Date